

## ADMINISTRATIVE POLICY #6

### PURCHASING

In accordance with Chapter 30B of the Massachusetts General Laws (Uniform Procurement Act), the Seekonk Home Rule Charter has designated the Town Administrator as the Chief Procurement Officer (CPO) for the Town of Seekonk (except for the School Department).

The CPO is responsible for all activities related to buying, leasing, renting or otherwise acquiring goods and services for all Town Departments regardless of the contract value. This responsibility includes overseeing the solicitation; evaluating quotes, bids and proposals and awarding contracts. The CPO insures that Seekonk's contracting practices are carried out in accordance of state law.

Each Town of Seekonk Department shall adhere to the requirements of this policy. The CPO requires that every acquisition be acquired by the following procedure. Any purchase over \$500.00 requires a signed purchase order approved by the Town Administrator. Any purchase over \$5,000.00 requires a completed quote sheet providing three separate quotes from three separate vendors. Any purchase over \$5,000.00 requires that a contract must be written by the Town Administrator/CPO, and signed by the Board of Selectmen before a "Notice to Proceed" is issued. **No work is to begin before the "Notice to Proceed" is issued.**

Any item purchased over \$25,000.00 requires a bid or an RFP. The bid or RFP must originate in the Town Administrator's office. All bids or RFP's will be opened by the Town Administrator or his/her designee. Some services are exempt, but the CPO must indicate that the purchase is exempt and does not require a bid or an RFP.

Any outside labor being performed must be quoted at Prevailing Wage prices. There is no threshold on Prevailing Wage.

Approved by the Board of Selectmen on March 21, 2012

Town Administrator signature

Handwritten signature of Pamela T. Nolan in blue ink.